

Limitations

Although there is great flexibility in report options to meet the needs of agencies, there must be some limits to discourage waste and preserve scarce resources:

- ✧ No more than 100 versions of reports may be requested in a single processing day.
- ✧ No more than 9 copies of any report may be requested in a day for microfiche (**M**) or laser print (**L**) or RJE (**R**) output.
- ✧ No more than 3 copies of any report may be requested for agency print (**A**). Some reports are limited to 1 copy.
- ✧ On the Report Selection Options screens, for each report requested with the same three-digit name, a report version is distinguished from every other report version, based on the following: the combination of Report Period (FM and P), I-P-O-F, Fund, GLA and special selection options. If 2 requests are the same, they are 1 version (original shown in green), but 2 requests (duplicate shown in white below the green line).
- ✧ Reports with a Destination of **H** must always be **H1**. If more copies are desired, the agency or headquarters printer may be reset or backspaced.
- ✧ Reports with Destination of **M1** on the Report Request Table Reference Card are typically produced on Microfiche; however, all destinations are available except Laser. If agency print is requested, only 1 copy (**A1**) is allowed.
- ✧ Each report request line may have up to six output destinations, but a destination can be used only once, i.e., multiple **A1** entries cannot appear on one report line.
- ✧ The **N1** and **F1** Destination codes cannot be entered on the same request line. When **N1** is requested, a report file and agency print is created. When **F1** is requested, a report file is created.
- ✧ If an **N1** or **F1** report is requested and received, the agency may either delete the request and order another version on the same day or may modify the options and type over the N* with N1 or the F* with F1 to submit again.
- ✧ Other limitations for specific reports are displayed on the bottom of the Report Request Table Reference Card.

REPORT GROUP REQUESTS - COMMAND G.5

Report groups give agencies the option of establishing a specific group of reports that are customized by activity, units or individuals. A report group may include up to 100 reports that can be requested by submitting a single report group name. For example, if the same reconciliation reports are requested every month end, these reports can be set up once as a group and then submitted by group name each month. The use of report groups saves the agency time by eliminating repetitive keying and reducing potential errors and omissions.

The ability to view, input, print, create, copy, change and delete report groups is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

List of Report Groups

Select Command **G.5**, List of Report Groups, to view the Report Group screen. A sample of a List of Report Groups screen is shown below. If report groups have not been previously established, the List of Report Groups screen is empty.

```

9990 G.5: List of Report Groups                                03-08-2002 05:14 PM

Submit Group for Processing: _____ Go To Report Group: _____
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

  REPORT                                     <===LAST UPDATED===>      LAST
  F  GROUP ID                               USER ID          DATE      SUBMITTED
  ---
  - PM-ALL-1    FINAL PM REPORTS-DAY 1      CSCSDDP    12-07-2001    01-17-2002
  - PM-ALL-2    FINAL PM REPORTS-DAY 2      CSCSDDP    12-07-2001
  - PM-BANK     LAURA'S REPORTS FOR BANK REC CSCWW2     02-04-2002    01-17-2002
  - PM-ORF      TINA'S REVOLVING FUND REPORTS CSCSDDP    12-07-2001    12-07-2001
  - PM-PFA      JIM'S REPORTS TO DO THE PFAS  CSCWW2     02-04-2002    12-07-2001
  - PM-SCO REC  GL UNIT'S REPORTS FOR SCO REC CSCWW2     02-06-2002    12-07-2001
  - Q16-PROG20  CM Q16 FOR PROGRAM 20 ONLY   CSCSDDP    12-07-2001
  - Q16-PROG30  CM Q16 FOR PROGRAM 30 ONLY   CSCSDDP    12-07-2001    12-07-2001

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      Main

```

A popup Help menu is available by selecting the **F1** key as displayed below. The **F2** key will return you to the List of Report Groups screen after viewing the Help text.

Printing External Reports

SCO External Reports

SCO distributes monthly reconciliation reports and journal entries through the CALSTARS system. These reports and journal entries are ROPED to agency printers to the following ROPES queues:

- ★ **SCMO** – Monthly reconciliation reports, Centralized Treasury Trust System Account Statement, and year-end forms
- ★ **SCJE** – Journal entries

DGS External Reports

Each month the Department of General Services (DGS) distributes invoices and Notice of Electronic Fund Transfers (NEFTs) through CALSTARS. Both the invoices and the NEFTs are sent to agency printers to ROPES queue **DGSP**.

Not all invoices listed on the NEFT are included in the invoice file. Invoices with an asterisk "*" displayed to the left of the invoice number are **not** included and will be mailed to the invoice addressee. Also, any invoices resubmitted to SCO because they were not paid due to insufficient funds, are listed on the NEFT and are not included in the invoice file.

SPECIAL REPORT REQUEST PROCEDURES

Agencies are expected to request all needed reports within the time frame allotted. However, sometimes reports are lost or auditors request documentation that was not kept. Requests may be made for reports for time periods no longer available through the standard request process. The Special Report Request Form, CALSTARS 92, shown in Exhibit II-7 is used for this purpose. Only one person in each CALSTARS agency should submit requests for the agency.

Send requests to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049, CNET 473-4049

As workload permits, requests are filled in the following order:

1. Reports needed for monthly SCO/CALSTARS or other reconciliations; Reports needed to solve production problems;
2. Reports needed by Management, including auditors; or,
3. Reports needed for other purposes.

Special requests for Standard Reports may be made only in the media available for the report. Reports listed as **M1** on the Report Request Table Reference Card cannot be special-requested as **Ln**.

Special requests for Generated Reports may be special-requested only on Microfiche or Agency Print and are *only available for a few days* following report generation (temporary files).

Due to the cumulative nature of the N10, N11 and U01 reports, they are not available through the special request process. However, the N10, N11 and N20 are available after the YEC/YEO process until December.

Agencies are billed for the cost of producing these reports. The billing is part of the monthly invoice from the HHSDC and is clearly identifiable.